

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

ARCHAEOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for an archaeological program or specialty area. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title – Archaeologist Specialist-2

Archaeologist 13

The employee functions as a second-level specialist.

Job Concepts

Specialist positions are evaluated by the appointing authority using the Group Two Business, Human Services, Scientific and Engineering Professional Specialist Position Evaluation System. Civil Service reviews the factors of job complexity, program or specialty scope, and impact to determine classification level.

Program Specialist: The predominant and essential function of the position is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization. Responsibilities include the development of program content, policies and procedures; program advocacy; oversight of program goal achievement; and provision of authoritative technical direction in all aspects of the program specialty.

Staff Specialist: The predominant and essential function of the position is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization. Responsibilities include the provisions of expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and

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analyses without technical direction; and serving as the final recommending authority within the assigned specialty area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Ensures the work quantity and quality for a specific archaeological program by requiring strict adherence to methods and procedures.

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Conducts archaeological excavations.

Processes and analyzes artifacts.

Relates archaeological findings to historical documentation.

Records reports of archaeological sites.

Reviews environmental impact statements and pre-project inquiries to determine impact of state (e.g., housing, transportation, construction, etc.) on cultural resources.

Coordinates and monitors cultural resource surveys performed by contractual consultants; evaluates survey results to assess impact of various alignments on cultural resources.

Develops programs of interpretation of archaeology for visitors.

Consults with other professionals engaged in archaeology.

Writes progress reports on the excavation and analyses; writes final archaeological reports for publication.

Prepares and presents archaeological information to various groups.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class as required.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles, practices, and techniques of archaeology.

Knowledge of methods of archaeological site restoration.

Knowledge of historical site research.

Knowledge of the techniques of archaeological excavation and the processing and analysis of artifacts.

Ability to conduct archaeological research projects.

Ability to process and analyze artifacts and other archeological objects.

Ability to relate archaeological findings to historical facts.

Ability to prepare research reports.

Ability to communicate effectively and speak before groups.

Ability to maintain favorable public relations.

Ability to maintain records and conduct correspondence related to the work.

Working Conditions

Some jobs may require travel.

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Some jobs require walking to project site over a variety of different terrains.

Some jobs require making presentations to an audience.

Physical Requirements

Some duties require an employee to lift 50 pounds.

Education

Possession of a bachelor's degree in archaeology or a field of anthropology.

Experience

Archaeologist 13

Four years of experience as an archaeologist, including one year of experience equivalent to an Archaeologist 12.

OR

Two years of experience equivalent to an Archaeologist P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ARCHLOSPL

Job Code Description

Archaeologist Specialist

Position Title

Archaeologist Specialist-2

Position Code

ARCHSPL2

Pay Schedule

H21-014